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# **TESA Grant Offer Acceptor User Guide**

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**TEMPLATE ONLY - NOT TO BE  
ISSUED**

Department for  
**Communities and  
Local Government**

## Table of Contents

## Introduction

### How to use this guide

This user guide is designed to support you following your TESA training. The guide is broken down into clear sections so that you can pick out the functionality that you are interested in re-visiting, revising or reminding yourself of. The user guide can be used in conjunction with the online help within the TESA system.

### About Grant Offer Acceptors

The Grant Offer Acceptor role allows a user to:

- TBC

#### Grant Offer Acceptor Objectives

At the end of this session you will be able to:

- Accept a project

### About the Grant Offer Acceptor

The Grant Offer Acceptor is an external Applicant, and can accept the details contained within the offer letter.

#### Note to Trainer

Remind delegate that Project 2 will take a round about route.

Since the Grant Offer Acceptor is an external person we will not be reviewing the Offer. Just add a comment, click on Next, and Accept it

### To Do List Overview

Your To Do list displays all tasks relevant to the role or roles that you have been allocated. For the purpose of this guide we will focus only on tasks relevant to the Grant Offer Acceptor.

For the Grant Offer Acceptor, the To Do list shows all claims that require review and those which are currently being reviewed by other Grant Offer Acceptors. Where a claim is being reviewed by another Grant Offer Acceptors, their name will display in the Status column.

1. Use the Accept link to open the project. The Cover sheet is the first screen to display. The Cover Sheet is the last page you should visit.

The screenshot shows the 'USGGOA01 GrantOfferAcceptor: Personal Page' for the Government Office for the West Midlands. The page has a navigation bar with 'Overview', 'Organisations', 'User Management', and 'Personal Details'. Below this is the 'Personal page' section. A message states: 'Your to do list contains a list of tasks for you to action. Click on the link in the For you to do column to accept the task or to action it. Use search, when available, to find projects or action plans.' The 'Your To Do list' table has columns: Date Raised, Project Reference, Project Name, Raised By, For You To Do, and Status. A row is shown with Date Raised: 30/08/2006, Project Reference: LF1, Project Name: Cannock Baths Refurbishment, Raised By: USGPMN01 ProjectMonitor, For You To Do: Accept, and Status: For Acceptance. A callout box points to the 'Accept' link with the text 'Accept Project link'. At the bottom is a search bar labeled 'Search for Projects and Action Plans'.

Date Raised	Project Reference	Project Name	Raised By	For You To Do	Status
30/08/2006	LF1	Cannock Baths Refurbishment	USGPMN01 ProjectMonitor	<u>Accept</u>	For Acceptance

2. The Cover Sheet screen displays. The Cover Sheet should be the last screen you visit. Use the Steps navigation pane to move to the required page.

# Grant Offer Acceptor User Guide

## Introduction

Department for  
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The UK Government's  
**ERDF site for England**

ERDF for England | ERDF Library | ERDF Glossary | Best Practice

Logged in as: USGG0A#1 GrantOfferAcceptor  
[Home](#) | [Reporting \(pop up\)](#) | [Page Help \(pop up\)](#) | [Logout](#)

**Cannock Baths Refurishment, West Midlands Objective 2**

Status: RevisionIssued      Ref: LF1      Project Group:

[Progress and Tasks](#) | [Project Profile](#) | **[Application and Offer](#)**

**Current Offer Details**

**Amend Current Offer Details**

**Steps**

- Cover Sheet
- Offer Letter
- Project and Applicant Details
- Claim Schedule
- Targets
- Project Costs
- Yearly Funding Profile
- Quarterly Funding Profile
- Terms & Conditions of Offer

**Step: Overview**

Grant Offer Acceptor Comments (required):

Attachments Providing Further Details

There are currently no attachments to display.

Add New Attachment

## Accept the Offer

1. If necessary, select the project from your To Do List.

Your To Do list					
					Page 1 of 1
Date Raised	Project Reference	Project Name	Raised By	For You To Do	Status
08/09/2006	LFCC4	Community Centre	USGPMN01 ProjectMonitor	<a href="#">Accept</a>	For Acceptance

2. Enter a comment on the Cover Sheet.

### Amend Current Offer Details

#### Steps

- Cover Sheet ✗
- Offer Letter
- Project and Applicant Details ✓
- Claim Schedule ✓
- Targets ✓
- Project Costs ✓
- Yearly Funding Profile ✓
- Quarterly Funding Profile ✓
- Terms & Conditions of Offer ✓

**Warning:** Clicking on one of these links may result in unsaved changes being lost.

**Key**  
Can claim be submitted with page in this state?

#### Step: Overview

Grant Offer Acceptor Comments (required):

This looks ....

Attachments Providing Further Details

There are currently no attachments to display.

[Add New Attachment](#)

#### History

Status	Date	Owner	Role	Attachments
Revision Issued	08/09/2006	USGPMN01 ProjectMonitor	Project Monitor	

**Comments:**  
This looks .....

3. Scroll down and click on the Next Steps button.
4. Click on the Accept button. The draft project is forwarded to the Project Monitor to be made live.

# Grant Offer Acceptor User Guide

## Introduction

### Community Centre, West Midlands Objective 2

Status: RevisionIssued

Ref: LFCC4

Project Group:

Progress and Tasks | Project Profile | Application and Offer

#### View Offer Letter

Steps

Cover Sheet

Offer Letter

Project and Applicant Details

Claim Schedule

Targets

Project Costs

Yearly Funding Profile

Quarterly Funding Profile

Terms & Conditions of Offer

Step: Offer Letter Generation

Click the Create Offer Letter link below to generate a new Offer Letter.

**NOTE:** If you do not have Microsoft Office installed, you can install Microsoft's Word Viewer 2003 for reading Word documents by clicking the Install Word Viewer 2003 link below. If you see a security warning dialog box on clicking this link, you will need to click the Run button twice, then follow the onscreen instructions to install the viewer.

[Install Word Viewer 2003](#)

[Create Offer Letter](#)

[Previous Step](#) [Next Step](#)

Select a person to route this project to [Route](#) [Accept](#) [Reject](#)

Click on the Accept button.

## Logout

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Logged in as: USGPMI01 ProjectMonitor

[Home](#) | [Reporting \(pop up\)](#) | [Page Help \(pop up\)](#) | [Logout](#)

